

COTTONWOOD HEIGHTS

ORDINANCE No. 364

AN ORDINANCE AMENDING THE CONSOLIDATED FEE SCHEDULE

WHEREAS, following the incorporation of the city of Cottonwood Heights (the “City”) on 14 January 2005, the City’s governing body (the “Council”) enacted a code of ordinances (the “Code”) to provide and codify the City’s local laws; and

WHEREAS, various ordinances in the Code provide for the payment of fees and other charges (“*fees*”) as specified in the Code; and

WHEREAS, following study and consultation with other sister cities in Salt Lake County, City staff (“*Staff*”) recommended that the Council adopt a consolidated fee schedule for the City in lieu of specifying the dollar amounts of fees in the Code, in order to, *inter alia*, allow the City’s fee schedule to be more closely monitored and more readily amended, as advisable; and

WHEREAS, consequently, effective 28 June 2011, the Council enacted its ordinance no. 176 adopting a consolidated fee schedule for the City (the “*Schedule*”), which has been amended since that time; and

WHEREAS, on 3 August 2021, the Council met in regular meeting to consider, among other things, amending the Schedule, as previously amended, as recommended by Staff; and

WHEREAS, after careful consideration of the recommendations of Staff, and being otherwise fully advised in the premises, the Council has determined that it is in the best interest of the health, safety and welfare of the citizens of the City to so amend the Schedule as proposed;

NOW, THEREFORE, BE IT ORDAINED by the city council of the city of Cottonwood Heights as follows:

Section 1. **Adoption of the Amended Schedule.** The Council hereby amends the Schedule as shown on the attached exhibit, which shows any deletions to the current Schedule ~~struck through~~, and any additions to the current Schedule underlined.

Section 2. **Action of Officers.** All actions of the officers, agents and employees of the City that are in conformity with the purpose and intent of this ordinance (this “*Ordinance*”), whether taken before or after the adoption hereof, are hereby ratified, confirmed and approved.

Section 3. **Severability.** It is hereby declared that all parts of this Ordinance are severable, and if any section, paragraph, clause or provision of this Ordinance shall, for any reason, be held to be invalid or unenforceable, the invalidity or unenforceability of any such section, paragraph, clause or provision shall not affect the remaining sections, paragraphs, clauses or provisions of this Ordinance.

Section 4. **Repealer.** All ordinances or parts thereof in conflict with this Ordinance are, to the extent of such conflict, hereby repealed.

Section 5. **Effective Date.** This Ordinance, assigned no. 364, shall take immediate effect as soon as it shall be published or posted as required by law and deposited and recorded in the office of the City's Recorder, or such later date as may be required by Utah statute.

PASSED AND APPROVED this 3rd day of August 2021.

ATTEST:

COTTONWOOD HEIGHTS CITY COUNCIL

By 

Paula Melgar, Recorder




Michael J. Peterson, Mayor

VOTING:

Michael J. Peterson	Yea <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>
Douglas Petersen	Yea <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>
J. Scott Bracken	Yea <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>
Tali C. Bruce	Yea <input type="checkbox"/>	Nay <input type="checkbox"/>
Christine Watson Mikell	Yea <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>

DEPOSITED in the Recorder's office this 3rd day of August 2021.

POSTED this 9 day of August 2021.

Police Department

Alarm Services

<u>Alarm User Permit</u>	Current Fee	Proposed Fee
Alarm User Permit	No Charge	No Change

<u>False Alarm Fees/Fines</u>	Current Fee	Proposed Fee
Responding to up to two false alarms within a 12-month period	No Charge	No Change
Third false alarm within a 12-month period	\$50	No Change
Four or more false alarms within a 12-month period	\$100	No Change
Late fees	All fees and fines are due and payable within 30 days after notice. Thereafter, a penalty of 10% of the original fee or fine is assessed each 30 day period the fee or fine remains unpaid. After 90 days, the city's claim will be sent to collection for all amounts due, plus costs and attorney's fees	No Change

ANIMAL LICENSING AND PET SERVICE FEES

<u>Pet License Fees</u>	Current Fee	Proposed Fee
Sterilized	\$5	No Change
Unsterilized	\$25	No Change
Unsterilized Pet for Senior Citizen (age 60 and older) one time fee	\$20	No Change
Sterilized Pet for Senior (age 60 and older) one time fee	\$15	No Change
Replacement tag	\$3	No Change
Late fee (in addition to regular fee)	\$25	No Change

<u>Pet Permit Fees</u>	Current Fee	Proposed Fee
Commercial Operations up to 30 animals	\$75	No Change
Commercial Operations over 30 animals	\$150	No Change

Cattery or Kennel Permit	\$25 In addition, all pets must be individually licensed	No Change
Pet Shops selling only tropical or freshwater	\$50	No Change
Stables	\$40	No Change
Animal Exhibitions for a single event	\$25	No Change
Animal Exhibitions for multiple events	\$250	No Change
Guard Dog permit (pet site)	\$25	No Change
Fancier's permit	\$25	No Change
Hobby permit	\$25	No Change
Exotic animal permit	\$5	No Change
Dangerous animal permit	\$25	No Change
Domestic Fowl or Livestock Permit	\$25 plus any fees charged to the applicant or to the city or the Salt Lake Valley Health Department	No Change
Late fee (in addition to regular fee)	\$25	No Change

Pet Service Fees	Current Fee	Proposed Fee
Impound Fees (per animal):		
First impound	\$25	\$40
Second impound (within 24 months)	\$50	No Change
Third impound (within 24 months)	\$100	No Change
Subsequent Impounds (within 24 months)	\$200	No Change
Board fee (per day)	\$8	No Change
Adoption fee (includes microchip and adoption packet)	\$25	No Change
Sterilization Deposits:		
Dog impoundment	\$50	No Change
Cat impoundment	\$25	No Change
Rabies Deposit	\$25	No Change
Turnover or disposal fee	\$25	No Change
Transportation fee (per animal)	\$25	No Change
Stray animal from another jurisdiction	\$10	No Change

<u>Livestock Service Fees</u>	Current Fee	Proposed Fee
Impound Fees (per animal):		
Large livestock	\$60	No Change
Small livestock	\$30	No Change
Board fees per day)per animal):		
Large livestock	\$10	No Change
Small livestock	\$8	No Change

BICYCLES (CH Code Sec. 11.32.020)	Current Fee	Proposed Fee
License Fee (per bicycle)	\$1	No Change

ORDINANCE ENFORCEMENT VIOLATIONS (ZONING/ANIMAL CONTROL)

<u>Civil Fines for Violation of Zoning Regulations</u>	Current Fee	Proposed Fee
Residential Zones		
Conditional use without a permit, other violations	\$25 per day (after warning period)	No Change
Non-permitted use, violation of permit or approval	\$50 per day (after warning period)	No Change
Mixed Zones		
Conditional use without a permit, other violations	\$50 per day (after warning period)	No Change
Non-permitted use, violation of permit or approval	\$50 per day (after warning period)	No Change
Commercial and Other Zones		
Conditional use without a permit, other violations	\$100 per day (after warning period)	No Change
Non-permitted use, violation of permit or approval	\$200 per day (after warning period)	No Change

<u>POLICE DEPARTMENT</u>	Current Fee	Proposed Fee
Fingerprinting	\$10 per card for Cottonwood Heights residents and business	No Change
Police Incident Reports	\$10 each (no charge for victims)	No Change
DI-9(traffic accident)	\$10 for all persons involved	No Change
Photographs	\$25 per disc - up to 50 photos	No Change
Recordings (audio and video)	\$25 per DVD	No Change
Body Cam	\$25 per DVD and \$25 per hour redaction billable in quarter hour increments	No Change
Right to Access	\$10 (Cottonwood Heights residents only)	No Change
Letter of Good Conduct	No charge	No Change
Event Security Fee (See Special Event Permit Fee)	\$50/Hr	No Change

Community & Economic Development

Building Fees (CH Code Title 15)

<u>Building Fees</u>	Current fee	Proposed fee
Building Permit Fee	100% of IBC Schedule	100% of the Building Valuation Data table from the most current version of the International Building Code adopted in Utah
Plan Review Fee (Residential)	65% of base building permit	No Change
Plan Review Fee (Non-Residential)	65% of base building permit	No Change
Electrical, Mechanical and Plumbing Fees	Each is 5% of base building permit fee if applied for together with the building permit. If applied for separately, then fee is as per IBC fee schedule.	No Change

*NOTE: In cases where this fee schedule cannot practically be applied, the fees shall be determined by the building official.

BUSINESS LICENSE FEES (CH Code Title 5)

Business License Fee Schedule

All business licensees in the city are subject to the following business license fee schedule. Each business licensee must pay the appropriate general administration fee plus any applicable disproportionate fees for special regulations/inspections and any applicable disproportionate fees based on disproportionate calls for service, all as specified below. This schedule is based on data and analysis provided by the "Analysis of Business License Fees" dated October 2006 prepared by Lewis, Young, Robertson & Burningham, Inc., which is incorporated herein by reference and which specifies, among other things, (a) the basic level of municipal services in the city; (b) what amounts are reasonably related to the costs of the municipal services provided by the city; (c) what constitutes disproportionate costs (whether due to special regulations/inspections, or due to disproportionate calls for service) and what amounts are reasonably necessary to recover such costs; and (d) what constitutes and enhanced level of municipal services in the city and what amounts are reasonably related to recover such costs.

<u>General Administration Fees</u>	Current fee	Proposed fee
All Business licensees are subject to the following general administration fees, which are levied and imposed to cover the city's administrative costs associated with its business licensing activities.		
Type of License	Base Fee	Base Fee
New Business Fee - Commercial	\$170	No Change
Renewal Fee - Commercial	\$120	No Change
New & Renewal Fee - Home Occupation	\$100	No Change

New & Renewal Fee - Home Occupation Fee (Grossing less than \$1,500 per year)	\$50	No Change
Temporary License Fee	\$80	No Change
Short-Term Rentals	\$350 (19.89.180)	No Change

Bond Schedule	Current fee	Proposed fee
Type of Bond		
Auctioneers License	\$5,000	No Change
Auction House License	\$10,000	No Change
Employment Office	\$1,000	No Change
Fireworks (Temporary Stant)	\$350	No Change
House Movers	\$1,000	No Change
Private Detectives	\$1,000	No Change

COMMUNITY DEVELOPMENT FEES (CH Code chapter 3.16)

Application	Current fee	Proposed fee
Pre-application meeting	\$150 (applied to future application fee)	No Change
Site Plan for Permitted and Conditional Uses	\$1,100 base fee plus the following: PUD - \$100 per dwelling unit Multi-family residential - \$25 per dwelling unit Commercial - \$35 per 1,000 square feet gross floor area Office - \$35 per 1,000 square feet gross floor area Base fee covers two staff and engineering reviews. Applicant is responsible for actual review costs after first two reviews.	No Change
Conditional Uses Not Requiring Site Plan Approval	\$350 base fee (covers two staff and engineering reviews. Applicant is responsible for actual review costs after first two reviews.)	No Change
Sensitive Lands Overlay		As directed by 19.72.110.D
Architectural Review Committee - Design review	\$550	No Change

Major Subdivision (more than ten lots)	\$2,000 base fee plus \$100 per lot, which covers two staff and engineering reviews. Applicant is responsible for actual review costs after first two reviews.	No Change
Minor Subdivision (ten or fewer lots)	\$1,000 base fee plus \$100 per lot, which covers two staff and engineering reviews. Applicant is responsible for actual review costs after first two reviews.	No Change
Condominium plan, subject to UCA 57-8-101 et seq.	\$250 plus the subdivision fee.	No Change
Lot Line Adjustment - (No public hearing required)	\$300	No Change
Vacating or Changing a Recorded Plat, Lot Consolidation	\$500 base fee plus \$100 per lot. Base fee covers two staff and engineering reviews. Applicant is responsible for actual review costs after the first two reviews.	No Change
Planned Development District	\$5,000 plus \$95 per acre or portion thereof	No Change
General Plan Land Use Map Amendment	\$1,000 plus \$95 per acre or portion thereof	No Change
General Plan Text Amendment	\$1,000	No Change
Zoning Map Amendment	\$1,000 plus \$95 per acre or portion thereof	No Change
Zoning Text Amendment	\$1,000	No Change
Home Occupation review fee	\$150 - Up to six clients daily \$300 - Up to 12 clients daily	No Change
Home Daycare - Preschool Application Fee	\$150 - Up to six students daily \$350 - up to 12 students daily	No Change
Administrative Determination Fee	\$350	No Change
Temporary Site Plan	\$200	No Change

Zoning Review - Signs & Building Permits

	Current fee	Proposed fee
Wall Signs	\$150	No Change
OPEDS	\$150	No Change
Monument Signs	\$150	No Change

All Other Signs	\$150	No Change
Building permit review fee - Residential	\$75	No Change
Building Permit Review Fee - Commercial	\$150	No Change
Time Extension Application Fee	50% of base fee of previously approved	No Change
Zoning Verification Letter	\$150	No Change
Wall height extension - conditional use fee	\$250	No Change

<u>Board of Adjustment</u>	Current fee	Proposed fee
Appeals	\$600	No Change
Variance applications	\$900	No Change
Nonconforming building or use application	\$900	No Change

<u>Noticing (in addition to application fee)</u>	Current fee	Proposed fee
Conditional Use Permit	\$150	No Change
General Plan Amendment	\$250	No Change
Ordinance Amendment	\$150	No Change
Zone Change	\$250	No Change

<u>Planning Retention</u>	Current fee	Proposed fee
Item is withdrawn prior to Planning Commission meeting	80%	No Change
Item is withdrawn prior to distribution of	50%	No Change
Item is withdrawn within ten (10) days of application	10%	No Change

Land Use Improvement Bonds

(Cash, Letter of Credit or Escrow Only)

	Current fee	Proposed fee
Standard Bond Agreement	No Charge	No Charge
Negotiated Bond Agreement (nonstandard)	Actual cost of city attorney fees	No Change
Bond administration fee	\$100	No Change
Bond release inspection fee	\$100	No Change
Bond release re-inspection fee	\$100	No Change

<u>DEMOLITION PERMIT</u>	Current fee	Proposed fee
Demolition Permit	\$47.47	No Change

PARKING PERMITS (CH Code Sec 11.22.090)

	Current fee	Proposed fee
Regular Fee For Two Permits	\$5	No Change
Guest Permit	\$5	No Change
Replacement Permit	\$5	No Change

Residential (Single Family)

	Current fee	Proposed fee
Rural Density (Lot 1/2 acre or larger)	\$1,489.88 per dwelling unit	Not Applicable
Low Density (Lot 1/4 acre - under 1/2 acre)	\$1,053.19 per dwelling unit	Not Applicable
Medium Density (Lot 1/8 acre - under 1/4 acre)	\$642.19 per dwelling unit	Not Applicable

Residential (Multi Family)

	Current fee	Proposed fee
High Density (24 units/acre)	\$642.19 per acre of impervious surface	Not Applicable
Mixed Use (8 units/acre)	\$642.19 per acre of impervious surface	Not Applicable

Commercial

	Current fee	Proposed fee
Civic	\$642.19 per acre of impervious surface	Not Applicable
Commercial	\$642.19 per acre of impervious surface	Not Applicable
Neighborhood Commercial	\$642.19 per acre of impervious surface	Not Applicable
O-R-D	\$642.19 per acre of impervious surface	Not Applicable
Open Space	\$642.19 per acre of impervious surface	Not Applicable
Open Space - Reserved	\$642.19 per acre of impervious surface	Not Applicable
Religious	\$642.19 per acre of impervious surface	Not Applicable
Street ROW	\$642.19 per acre of impervious surface	Not Applicable
Utility	\$642.19 per acre of impervious surface	Not Applicable

Streets

	Current Fee	Proposed fee
Street vacation	\$300	No Change
Street dedication	Preliminary - \$500 Final - 6% of	No Change

Commercial License Change Fee	Current fee	Proposed fee
Minor Change Fee, e.g. name/ownership change (does not require additional review and inspection by zoning, fire, health department)	No Charge	\$50
Major Change Fee, e.g. address change (requires review and inspection by zoning, fire department, and health department)	No Charge	\$170

TRANSPORTATION FACILITIES IMPACT FEE

	Current fee	Proposed fee
Residential (Single Family)	\$242.84 per dwelling unit	No Change
Residential (Multi Family)	\$158.36 per dwelling unit	No Change
Office	\$572.50 per 1,000 square feet (prorated)	No Change
Commercial	\$1,029.12 per 1,000 square feet (prorated)	No Change
Big Box Retail	\$723.22 per 1,000 square feet (prorated)	No Change
Institutional	\$334.94 per 1,000 square feet (prorated)	No Change

GRADING PERMIT

	Current fee	Proposed fee
Grading Permit	100% of IBC Schedule	No Change

BONDS

Bonds	Current fee	Proposed fee
Business Licensing Bonds	See "Business Licensing"	No Change
Land Use Improvement Bonds	See "Community Development Fees"	No Change
Performance Bonds	See "Public Works Fees"	No Change

BOARD OF ADJUSTMENT (See Community Development Fees)

CONDITIONAL USE FEES (See Community Development Fees)

GENERAL PLAN AMENDMENT (See Community Development Fees)

SIGNS (See Community Development Fees)

SITE PLAN REVIEW (See Community Development Fees)

SUBDIVISION (See Community Development Fees)

ZONING (See Community Development Fees)

Public Works Fee

Fee Schedule for Right of Way and Excavation

	Current Fee	Proposed fee
Right of Way Permit Application	\$0.50 per square foot (\$250 minimum charge)	\$300 (per application)
Right of Way Permit Application for resident work adjacent to property (must apply for a permit)	No Charges	No Change (curb, gutter, sidewalk, and tree removal)
Inspection Fee	\$100	\$150(up to three inspection)
Re-Inspection (if needed)	\$100	\$200(each inspection after three inspections)
Road Closure or Traffic Shift: residential	\$50 per day per lane	No Change
Road Closure or Traffic Shift: all others	No Charges	\$ 250 per day per lane
Extension of time	\$50 per permit	No Change
Authorized weekend inspection	\$200 minimum for first 2 hr/\$50 per hour thereafter	\$75 per hour (minimum of 2 hours)

For all City sponsored projects a permit is required but fees will not be assessed and bonding will be addressed in the contracts.

Penalty Fees

	Current Fee	Proposed fee
Stop Work Order fee - No Permit	200% of Regular Permit Fee	200% of the above calculated fees plus \$500
Stop Work Order - Other	\$100	\$200
Failure to notify city	\$200 per incident and no additional permits until the penalty is paid	\$200 (48-hours notice required)
Failure to Comply with approved specs, plans, and traffic control	\$200 per day plus city directed expenses for traffic control, securing the excavation, repairs, etc.	\$200 per day plus city expenses

Work cannot commence until all penalty fees and other fees have been paid.

Micro-Trenching

	Current Fee	Proposed fee
Permit Fee	No Charges	\$300 per permit
Inspection	No Charges	\$0.33 lineal foot/ permit
Road Closure or Traffic Shift: residential	No Charges	\$50 per day per lane
Road Closure or Traffic Shift: all others	No Charges	\$250 per day per lane
Penalty fee Schedule	No Charges	See Penalty Fee

Excavation Bond Amounts (Cash, Irrevocable letter of credit, or Escrow Only)

	Current Fee	Proposed fee
Minimum bond for roadway excavation	\$1,000 to \$4,000 depend on how many square feet	\$5,000 include cuts and borings
Road cuts	No Charges	\$7.50 per square foot
Road borings (assuming a minimum of six(6') feet surface patch)	No Charges	\$7.50 per square foot
City reserves the right to increase/decrease the fee based on the work as determined by the Public Works Director		

Bond shall guarantee the work for one (1) year from final acceptance by the City

STORM WATER POLLUTION PREVENTION PLAN (SWPPP)

	Current Fee	Proposed fee
SWPPP	\$1,500	No Change

Storm Water Fee - Monthly per Equivalent Residential Unit (ERU)*

	Current Fee	Proposed fee
2021-2022 Storm Water Fee	\$7.50	No Change
2022-2023 Storm Water Fee	\$7.73	No Change
2023-2024 Storm Water Fee	\$7.96	No Change
2024-2025 Storm Water Fee	\$8.20	No Change
2025-2026 Storm Water Fee	\$8.44	No Change
2026-2027 Storm Water Fee	\$8.69	No Change

* Rate is increased 3% per year to account for inflation

Finance

INTEREST ON DELINQUENT PAYMENTS DUE TO CITY

	Current Fee	Proposed fee
Interest on Delinquent Payments	18% per annum	No Change

RETURNED CHECKS

	Current Fee	Proposed fee
Returned Checks	\$20 per check or such greater amount as may be available under UCA Sec. 7-	No Change

RECORDS

ELECTION FEES	Current Fee	Proposed fee
Declaration of Candidacy	\$25	\$50

General Fees	Current Fee	Proposed fee
Custom Maps /GIS Digital Data	Based on Staff Time and Cost of Materials	No Change
General Plan (Printed)	\$50	No Change
General Plan (CD)	\$5	No Change
Zoning Ordinance	\$15	No Change
Maps (36" x 42" with aerial imagery)	\$25	No Change
Maps (36" x 42" color)	\$20	No Change
Maps (36" x 42" black and white)	\$15	No Change
Maps (24" x 36" with aerial imagery)	\$18	No Change
Maps (24" x 36" color)	\$13	No Change
Maps (24" x 36" black and white)	\$10	No Change
Maps (11" x 17" with aerial imagery)	\$5	No Change
Maps (11" x 17" color)	\$3	No Change
Maps (11" x 17" black and white)	\$1	No Change

GRAMA Fee Schedule	Current Fee	Proposed fee
Reviewing a record	There is no charge to review a record to determine whether it is subject to disclosure unless the quantity of the requested	No Change
Inspecting a record	There is no charge for inspection of a record unless it must be produced from a proprietary and/or secured electronic database.	No Change
8.5" x 11" black and white page of copy or image	\$.25 per page	No Change
8.5" x 11" color copy or image	\$.40 per page	No Change
11" x 14" black and white page of copy or image	\$.25 per page	No Change
11" x 14" color copy or image	\$.40 per page	No Change
Faxing documents within U.S., including telephone charges	\$1.00 per page	No Change

If research or preparation of information is required (such as redaction) exceeding 15 minutes of time, an hourly charge is assessed to recoup the actual cost, not to exceed the salary of the lowest paid employee who, in the city's discretion, has the necessary skill, training and security clearance to perform the request. Staff time for photocopying, printing or duplicating, facing and scanning is included in	Staff hourly rate	No Change
Per CD or DVD, plus staff time to run copy and or scan the records to electronic format.	\$10.00	No Change
Oversized copy and or graphics	Actual cost of reproduction plus staff time to produce	No Change
Mailing costs; Supplies	\$2.00 for staff mail preparation time, plus actual mailing costs based on standard U.S. postage rates. Other media/supplies will be billed at actual cost.	No Change
Archived records retrieval, for retrieval of record(s) from a Records Retention Center or other storage location removed from the place of business of the department or division which maintains the record(s).	\$25	No Change
Per each certification of a record.	\$2	No Change
Other services (e.g., fees for third party services)	Actual cost.	No Change

Others

Special Event Permit Fees

	Current fee	Proposed fee
Standard Event : Under 500 attendees and; does not require a mass gathering permit and; does not require police services.	\$268	\$50 (Per each event)
Standard Event Late fee	No Charge	\$25 (Application must be turned in 30 days before event)
Large Scale Event : Over 500 attendees or; Needs mass gathering permit or; Needs police services.	\$268	\$200 (Per each event)
Large Scale Event Late Fee	No Charge	\$100 (Application must be turned in 60 days before event)
Filming Permit	No Charge	\$175 (Covers 3 locations) Another permit is required if you need additional locations
No Fee Permits -Block parties; Local Schools; City Sponsored Events (Unless a mass gathering permit is required)		

AMBULANCE SERVICES

Pursuant to UTAH CODE ANN. 26-8-4(18) and UTAH ADMINISTRATIVE RULES R426-1-8-2-4, the Utah Department of Health establishes and orders the maximum allowable base ambulance service rate for each fiscal year.

FIRE DEPARTMENT (As per Unified Fire Authority fee schedule)

HAZARDOUS MATERIALS (See CH Code Sec 9.65.040)

PARK RESERVATIONS (Per Cottonwood Heights Parks and Recreation Service Area)